



**CITY OF LINCOLN**  
**Development Services Department**  
**600 Sixth Street**  
**Lincoln, CA 95648**  
(916) 434-2470 - office  
(916) 645-3552 - fax

## A-Frame/Portable Sign Permit Application

### CONTRACTOR/APPLICANT

Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_ Contact Name \_\_\_\_\_

**LOCATION of SIGN** (address) \_\_\_\_\_

**LOCATION** (circle one)

**Public Property**

**Private Property**

### PRIVATE PROPERTY OWNER

Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_ Contact Name \_\_\_\_\_

**SIGNATURE** (property owner) \_\_\_\_\_

**PRINT NAME** (property owner) \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIZE** Height by Width: \_\_\_\_\_

### SUBMITTAL REQUIREMENTS – 2 sets of the following:

- ☐ Dimensioned site specific plan showing frontage of building, sidewalk, curb, gutter, landscaping, etc., with proposed location of sign.
- ☐ Picture/drawing of the proposed sandwich board/'A' frame sign.
- ☐ \$65.00 permit fee
- ☐ If on Public Property, provide a completed Encroachment Permit Application and a \$225 fee for review.
- ☐ Encroachment Permit - Provide proof of insurance showing the City as an additional insured.

### OFFICIAL USE ONLY

Fees: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

DENIED \_\_\_\_\_ DATE \_\_\_\_\_